ANNEX C TO DNAS OPORDER 20/004 – TRAINING

1. Training Objectives. Appendices I, II, and IV to this Annex list specific training objectives, requirements, and exercises that should be completed during the various phases of the Summer Cruise Program.

a. The crew assigned to CSNTS STC will typically consist of one first class midshipman and eight third class midshipmen. The first class midshipmen will normally serve as the XO (AOIC) and the third class midshipmen will serve as crew members. The skipper shall assign midshipmen to the billets defined in reference (a).

b. The crew assigned to Offshore Racing STC will be specified by the Director, VOST based on the STC size and design. However, billet assignments must include, as a minimum, skipper, XO, Engineer, Navigator, and Supply Officer.

2. Specific Training Goals. The following training goals are defined for completion by the end of the cruise:

a. XOs. Complete all Cruising or Senior Skipper Personal Qualification Standards (PQS) requirements defined in reference (c) and be recommended for the D-Qual exam.

b. Midshipmen. All midshipmen shall complete all of the Phase I, II, and III crew certification requirements specified in Appendix II to Annex C and qualify as a Navy 44/Local Area Skipper. Skippers shall record completion by the crew in the Training and Certification Matrix promulgated in Annex D. These sheets shall be delivered to the Navy Sailing Training Officer and will serve as the official record of Navy 44 Local Area Skipper qualification.

c. Skippers are authorized to qualify “Senior Crewman” and “Watch Captain” and sign the “Instructor/OIC/Coach” block for those qualifications on the qualification page.

d. Skippers should take crew certification and PQS accomplishment into consideration when completing FITREPs. Additional guidance for completing these evaluations is contained at Appendix II to Annex D.

e. Midshipmen who complete their Navy 44 Local Area Skipper qualification shall specifically be identified in the Post Cruise Report.

3. Additional Goals. In addition to PQS items, the following goals are established:

a. Provide an opportunity and atmosphere conducive to developing leadership abilities in the first class midshipmen.

b. Introduce third class midshipmen to life at sea.

c. Develop officer-like qualities in all midshipmen.

d. Familiarize midshipmen with shipboard routine, evolutions, and watchstanding, both at sea and inport.

e. Continue development of seamanship, navigation, and shiphandling skills.

f. Provide professional training through use of fleet training facilities, if available.

g. Provide opportunities for midshipmen recreation and interaction with the public.

4. The Navy Sailing Summer Cruise Program. For 2006, each cruise block consists of three distinct phases (Phase IV goals should be completed in Phase III if possible). They are:

a. Phase I - Crew Certification. Phase I crew certification consists of local area inshore day sailing. The goal of this phase is to ensure all hands understand the risks inherit in offshore sailing. The training objectives ensure that the minimum required boat- and sail-handling skills are resident IN THE CREW. Required Phase I skills are defined in Appendix I to Annex C.

b. Phase II - Crew and Vessel Certification. Phase II crew and vessel certification consist of a 48-HOUR UNDERWAY PERIOD for CSNTS or a DELMARVA circumnavigation for ocean-racing crews designed to introduce night-time sailing, build (verify) navigation proficiency, and shake down the vessel and its systems. The training objectives ensure that the minimum required boat-handling, sail-handling, and navigation skills are resident IN THE WATCH SECTION. Required Phase II skills are

defined in Appendix II to Annex C. At the culmination of Phase II, the skipper is required to submit a written Readiness for Sea Report to the OTC certifying his crew and vessel readiness to conduct an extended offshore passage. The OTC will make a consolidated Readiness for Sea Report for his squadron to DNAS. The format for these reports is at Appendix III to Annex C.

c. Phase III - Classroom Afloat. The Phase III Classroom Afloat training objectives are designed to ensure that the minimum required boat-handling, sail-handling, and navigation skills are resident IN THE INDIVIDUAL. Skippers must make every effort to leverage the limited time available while underway to complete the training objectives defined in Appendix IV to Annex C.

d. Phase IV - Verification. In previous years, the cruise construct included an extra week of underway time. In order to lift the entire third class during summer 2006 with only 20 STC, it was necessary to truncate the schedule from 3 to 2 weeks. This deletes the time allotted to complete Phase IV.

Nonetheless, during summer 2006, each skipper should make every effort possible to achieve the stated goals of Phase IV and forward a list of future midshipmen skippers and XO candidates to the Directors, CSNTS and VOST.

In previous summers, Phase IV was normally conducted during the transit from the remote port. During this phase of underway operations, skippers must verify midshipmen acquired the skills taught in Phases I through III by observation and/or oral examination. They must also determine if the Watch Captain qualified midshipmen would be able to direct crew and vessel operations without skipper/XO supervision. This does not mean that skipper/XO supervision is removed from the on-deck operational process. The results of this at-sea evaluation shall be clearly documented in each midshipman's performance evaluation (FITREP). Guidance for completing these evaluations is contained at Appendix II to Annex D.

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APPENDIX I TO ANNEX C OF DNAS OPORDER 20/004 - PHASE I CREW CERTIFICATION

SAFETY

____ Read and initial for having read the SOP, chapter 4.

____ Read and initial for having read the OIC's (skipper's) Standing Orders.

____ Read and initial for having read the Man Overboard Bill. Describe the actions taken by all hands if someone falls overboard. Sketch the Quick Stop Man Overboard Procedure.

WATCHSTANDING

____ Demonstrate formality and use proper terminology while conducting evolutions.

SEAMANSHIP

____ Sketch the topside arrangement of the STC and properly label all components.

____ Sketch the standing and running rigging of the STC and properly label all components.

____ Sketch a jib and mainsail and properly label all components.

____ Demonstrate proficiency tying the following knots:

- Cleat Hitch
- Figure eight
- Reef knot
- Half Hitch
- Bowline
- Timber Hitch
- Sheet bend
- Clove Hitch

____ Demonstrate proficiency in:

- Tossing a line
- Cleating a line
- Easing lines
- Using a prussic to release a loaded line
- Receiving lines
- Coiling a line
- Stowing lines

____ Demonstrate proficiency while using proper line-handling commands:

- Cast off
- Slack
- Check
- Take in
- Ease
- Hold

- Pass - Surge

____ Demonstrate proficiency at various stations while tacking and jibing.

____ Demonstrate proficiency while reefing and changing headsails.

____ Describe what it means to sail "by the lee."

____ Demonstrate how to properly rig a preventer, and describe what it prevents.

____ Demonstrate proficiency as Helmsman during a Man Overboard.

ENGINEERING

____ Ready the STC for underway by using the Prior to Underway Checklists.

____ Describe how to properly divorce from/bring on-shore power.

____ Properly secure the STC using the Santee Basin Securing Checklist.

NAVIGATION

____ Prepare charts for underway using the Navy Sailing Chart Preparation Checklist.

____ Describe the types of information found in Chart Number 1, the Notice to Mariners and Reeds Nautical Almanac.

CONTACT AVOIDANCE

____ Demonstrate knowledge of basic Rules of the Road.

APPENDIX II TO ANNEX C OF DNAS OPORDER 20/004 - PHASE II CREW AND VESSEL CERTIFICATION

1. General. The Phase II crew and vessel certification is a sailing exercise designed to simulate, to the maximum extent possible, offshore sailing conditions. Every effort must be made to maximize the time under sail during this training period. Auxiliary power should only be used to maintain an adequate speed of advance to return to the Naval Academy by end of the time limit. Except in the case of emergencies, pulling into port/anchoring is NOT AUTHORIZED during this portion of the cruise.

a. CSNTS cruise blocks will sail south in the Chesapeake Bay as far as practical to return within the 48-hour timeframe. All STC shall remain south of the Chesapeake Bay Bridge and out of the Eastern Bay and rivers, unless specifically authorized by DNAS prior to departure.

b. Since a higher level of operational proficiency is expected of racing crews, Ocean Racing Cruise Blocks will circumnavigate the DELMARVA peninsula.

2. Command and Control. DNAS shall be contacted via the NSDO as soon as possible before a decision to abandon this phase of crew and vessel certification is implemented. This does not preclude OTCs or skippers from making on-the-spot decisions necessary to ensure the safety of their crews or STC. The intent is to involve DNAS personally in any decision to change the published training schedule.

3. Right-of-Way Rules. All STC are to comply with the Navigation Rules, International – Inland during all phases of the Summer Cruise Program. VOST STC will also comply with the ISAF Racing Rules when racing.

4. Comms. During Phase II crew and vessel certification, all STC will follow the comms check and reporting requirements defined in Appendix II to Annex A.

5. Exercise Requirements. All STC are required to perform the exercises listed below. Each exercise may be performed at a time selected by the skipper, as long as the required initial conditions are satisfied. Two different drills shall not be conducted simultaneously. Performance of each exercise, including the total time spent conducting the exercise, shall be

noted in the Offshore Log. This log shall be provided for review

to the Director, CSNTS/VOST upon the conclusion of the Phase II crew and vessel certification.

6. Crew Manifest. A correct crew manifest shall be left with the NSDO prior to departure.

SAFETY

____ Describe your duties and responsibilities per the Watch, Quarter and Station Bill for various evolutions and casualties.

____ Sketch a waterplane view of the STC and properly label all through hulls and below waterline penetrations.

____ State the location of the following safety equipment:

- Kapok life jackets
- Man overboard equipment
- Life raft(s)
- First-Aid kits
- Fire extinguishers

____ Describe your actions if you discover fire or flooding.

____ Correctly don an auto inflatable life vest with internal harness and describe automatic and manual actuation methods. Verify CO^2 cartridge and replace bobbin. Discuss the use of the whistle, strobe, and dye marker.

____ Describe the difference between the emergency alarms.

____ Describe the safety precautions associated with the liquefied petroleum gas stove.

WATCHSTANDING

____ Performs proper pre-watch procedures per SOP.

____ Conducts a proper face-to-face watch turnover.

SEAMANSHIP

____ Demonstrate proficiency while serving as helmsman on various points of sail, including after dark.

____ Demonstrate proficiency while serving as helmsman under power.

____ Review heavy weather procedures.

____ Set and operate with Storm Sails.

____ Break out and deploy the Gale Rider.

NAVIGATION

____ Demonstrate proficiency while coordinating with the helmsman and lookout to determine best course to steer.

____ Demonstrate proficiency translating the navigation picture from the chart to topside, and vice versa.

____ Demonstrate proficiency while maintaining the Deck Log.

____ Demonstrate proficiency while navigating using visual fixes, to include properly maintaining the U.S Navy Standard Bearing Book.

____ Demonstrate proficiency in sighting, identifying, gaining, and subsequently dropping visual navigation aids while proceeding down track.

____ Demonstrate proficiency while navigating using electronic (radar) fixes.

____ Compare charted depth with fathometer depth. Make proper reports to the navigator and skipper if charted depth and actual depth differ by more than 10 feet when operating in less than 50 feet of water.

____ Demonstrate proficiency while navigating using the Six Rules of deduce reckoning.

____ Describe the purpose of the following buoys:

- Channel buoys
- Cardinal marks
- Safe water marks
- Preferred channel buoys
- Isolated danger marks
- Special marks

____ Properly determine set and drift.

____ Calibrate B&G instruments (racing crews only)

CONTACT AVOIDANCE

____ Maintains a proper lookout following Collision Regulations,

rule 5.

____ Define the significance of constant bearing, decreasing range (CBDR).

____ Demonstrate proficiency while determining bearing drift and evaluating whether a risk of collision exists for various contacts.

____ Determine the target angle of a visual contact.

COMMS

____ Demonstrate proficiency in Bridge-to-Bridge comms.

____ Explain the difference between SECURITE, PAN PAN, and MAYDAY procedures. Simulate making these calls.

ENGINEERING

____ Sketch the STC's steering system and label all components.

DAMAGE CONTROL

_____ Describe your abandon-ship responsibilities per the Watch, Quarter, and Station Bill.

____ Break out and explain the use of the DC Bag's contents.

____ Describe the recommended extinguishing agents for each class of fire and explain the:

- Activation and operation of HALON
- Operation of portable CO^2 extinguishers
- Operation of portable Dry Chemical extinguishers.

____ Describe the actions required for failed rigging components/dismasting.

____ Describe the actions required for loss of steering casualties.

____ Rig, and operate with, the emergency steering system.

IN ADDITION TO THE ABOVE, EACH RACING CREW'S WATCH SECTION SHALL:

____ Send a person aloft

____ Conduct a spinnaker peel (send a person to the clew and

tack of spinnaker)

____ Fully inspect rig and fittings

____ Tack change a jib

____ Tack change a jib at night

____ Inside set/outside douse of jib (daytime)

____ Inside set/outside douse of jib (nighttime)

____ Outside set/inside douse of jib (daytime)

____ Outside set/inside douse of jib (nighttime)

____ Bare-headed jib change with genoa staysail set (daytime)

____ Bare-headed jib change with genoa staysail set (night-time)

____ Spinnaker peel (daytime)

____ Spinnaker peel (night-time)

Sail with the following sail combinations as wind permits:

____ #2 genoa with outboard lead

____ #2 genoa with genoa staysail

____ Spinnaker with spinnaker staysail

____ Run a 3rd reef line and sail with a 3rd reef

APPENDIX III TO ANNEX C OF DNAS OPORDER 20/004 – SAMPLE SKIPPER READINESS FOR SEA REPORT

XX Jun 06

From: Skipper, NA-XX _____
To: Officer in Tactical Command, Cruise Block _____

Subj: READINESS FOR SEA REPORT ICO NA-XX _____

Ref: (a) Navy Sailing 2006 Summer Cruise Program Operation Order 20/004

Encl: (1) Phase I and Phase II Crew and Vessel Certification Checklists

1. I report that NA-XX _____ is ready for sea. The crew and vessel certifications required by reference (a) are complete, and I am satisfied that the material condition of my vessel is satisfactory to complete the offshore portion of my Command, Seamanship, and Navigation Training Squadron Cruise/Varsity Offshore Sailing Team Cruise/Race (as appropriate).

2. A copy of my Phase I and Phase II crew and vessel certification checklists is attached as enclosure (1).

3. The following known material, personnel, and training deficiencies exist:

- List and explain any concerns you might have. Also explain your plan to correct these or mitigate their impact on the passage.

Very respectfully submitted,
//Signature//

APPENDIX IIIA TO ANNEX C OF DNAS OPORDER 20/004 – SAMPLE (OTC) READINESS FOR SEA REPORT

XX Jun 06

From: Officer in Tactical Command, _____
To: Director, Naval Academy Sailing
Via: (1) Director, CSNTS/Director, VOST (as applicable)
(2) Deputy Director, Naval Academy Sailing

Subj: READINESS FOR SEA REPORT ICO SQUADRON _____

Ref: (a) Navy Sailing 2006 Summer Cruise Program Operation Order 20/004

Encl: (1) Skipper Readiness for Sea Reports

1. I report that Squadron _____ is ready for sea. The crew and vessel certifications required by reference (a) are complete, and are attached as enclosure (1).

2. The following known material, personnel, and training deficiencies exist:

- List and explain any concerns you might have. Also explain your plan to correct these or mitigate their impact on the passage.

3. The following shore-based support will be required during the passage/upon arrival in the remote port:

- List any support you feel will be required to successfully complete your passage/will be required at the remote site.

Very respectfully submitted,
//Signature//

APPENDIX IV TO ANNEX C OF DNAS OPORDER 20/004 - PHASE III – OFFSHORE PASSAGE/CLASSROOM AFLOAT

SAFETY

____ Describe your duties and responsibilities per the Watch, Quarter, and Station Bill for various evolutions and casualties.

____ Describe hazards associated with offshore sailing.

____ Describe methods to minimize the chance/impact of seasickness (complete before exiting the bay).

WATCHSTANDING

____ Demonstrate proficiency as lookout in identifying contacts per rules of the road.

SEAMANSHIP

____ Demonstrate proficiency as helmsman while sailing in steep seas.

____ Discuss heavy weather tactics.

____ Prior to arrival in the remote port, describe the following with regard to ship handling:

- Controllable and non-controllable forces
- Effect current has on your vessel while mooring or getting underway from a pier
- How to determine the state of the tides and current using stationary objects and floating aids to navigation
- Mooring strategies for expected pier configuration

____ Determine the status of mooring lines and ground tackle.

____ Discuss line-handler duties and responsibilities and review standard commands to line handlers.

NAVIGATION

____ Discuss the capabilities and limitations of GPS.

____ Demonstrate proficiency while navigating using electronic (GPS) fixes.

____ Demonstrate proficiency while navigating using Running Fixes.

____ State and apply the 3-minute rule.

____ State and apply the 6-minute rule.

____ Conduct a detailed Navigation Brief per the Navy Sailing Navigation Brief Checklist prior to entering the remote port. If time is available:

____ Calculate twilight, sunrise, and sunset/moonrise and moonset using strip forms. Compare your calculations with actual results.

____ Determine Index Error of a sextant.

____ Use sextant to determine altitude of sun (Hs).

____ Work with midshipmen skipper/XO candidates to complete a day's work in navigation to include:

Morning Stars
Latitude by Local Apparent Noon
Evening Stars

____ Using Tide Tables and strip form, calculate tidal data at the estimated time of arrival at the remote port.

____ Using Current Tables and strip form, calculate predicted daily current at the estimated time of arrival at the remote port.

CONTACT AVOIDANCE

____ Define CBDR.

____ Demonstrate proficiency while determining bearing drift and evaluating whether a risk of collision exists for various contacts.

____ Determine the target angle of a visual contact.

____ Track contacts using visual observations.

____ Track contacts on radar.

____ Use a maneuvering board to determine:

- A contact's course and speed

- A contact's Closest Point of Approach
- A course and speed to avoid a contact
- True wind
- Relative wind on next leg

COMMS

____ Demonstrate proficiency making daily comms checks/reports.

____ Demonstrate proficiency using the HF comms suite.

____ Line up for, receive, and interpret information from off-hull sources (for example, weatherfax).

ENGINEERING

____ Sketch the STC's auxiliary propulsion system from the fuel tank to the propeller. Include the fuel-oil system in the diagram and identify the location of the fuel isolation valves.

____ Sketch the electrical distribution system and identify the location of the main power isolation (Perko/Guest) switches.

DAMAGE CONTROL

____ Describe emergency procedures in the event the STC has been holed by a submerged object.

____ Describe the proper procedures for protection against lightning strikes.

____ Describe the procedures involved with air-rescue operations.

____ Discuss abandon-ship duties and responsibilities, as well as physical/emotional considerations.

____ Discuss/simulate the use of signaling devices, including flares.

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APPENDIX V TO ANNEX C OF DNAS OPORDER 20/004 - EMERGENCY PLAN

1. Safety. The safety of everyone involved in the Navy Sailing Summer Cruise Program is a top priority. A safety brief is required before any evolution is conducted that the skipper believes poses a risk to personnel or equipment. A safety brief is also required prior to conducting infrequently used Normal Operating Procedures. The brief should include, as a minimum, an overview of the evolution, personnel assignments, and responsibilities, hazards, and actions to be taken in case of an accident.

a. On-Shore Considerations:

(1) For emergencies on base at the Naval Academy, call (410) 293-3333 or 3-3333 if on base.

(2) First-Aid kits are located in:

- Cutter Shed (office area)
- Aboard Navy 44s
- Robert Crown Center

b. The RCC and the Cutter Shed monitor VHF Channel 82A during sailing evolutions.

c. Non-military personnel who sail in Naval Academy STC must complete and sign a Marine Event Liability Waiver (Appendix E to reference (a)) which will be turned in to the Cutter Shed, or on file aboard the STC if deployed. These will be turned in upon return to port.

NOTE:
Skippers shall personally verify the Marine Event Liability Waivers are properly filled out, kept on file, and turned in to the Cutter Shed upon return to the Naval Academy.

d. On-the-Water Considerations:

(1) At least one "D" qualified sailor and two Navy 26 Skipper qualified sailors or two "D" qualified sailors shall be onboard STC while underway.

(2) Every midshipman must pass the basic swimming test before going sailing.

e. Area Emergency Outline.

(1) Prevention. Prevent accidents BEFORE they happen. Know where and when to look for trouble.

(2) Should an injury occur:

(a) Look for injuries first – don't focus on broken equipment. If you are involved in the accident, check yourself for injuries.

(b) Take action. Administer first aid. Check for the ABCs (Airway, Breathing, Circulation).

(c) For on-water assistance, contact the Cutter Shed on VHF channel 82A. This should be your primary point of contact if operating in the local operating area. If the situation warrants, the Cutter Shed will contact the NSDO who can contact the Department of Natural Resources at (410) 260-8888 or Coast Guard Search and Rescue at (410) 576-2521.